Creating a TEXT File for Upload

Record Creation Options: First time through, no records available. Select the option you want for creating current year's student records.

Upload or Create Student Data Records



Select one of the following options to begin the reporting process:



Upload Student Data Files

Upload the **text** file created from YOUR database containing your student data records. Corrections can be made to your file and reuploaded as many times as needed.



Create Student Records

Create student data records using last year's data from DPI's database. Creating student data records from DPI's database can only be done once. ALL records must be updated on-line.

If you select **Option #1 – Upload Student Files**, here are some requirements for the creation and type of file needed for uploading. This is a text file that is created from YOUR database for uploading to the DPI.

- The file must be a TEXT file and in the file layout and format we specified.
- The file must be caret (^) delimited. Each field must be separated by a caret (^). This is NOT
 a fixed length file format, so you do NOT need to fill the fields with spaces.
- Each record must start with the current application year.
- You do not need to put spaces for a blank field but each field must be included. For a blank field, put two carets next to each other. *Example*: ...^C^^^0009^0020^L001
- All district and school numbers must be 4 digits, with leading zeros, if necessary. These fields are the FAPE Agency, Agency Where Enrolled, and Attendance Agency School Number. Example: 0099
- All grades must be 2 digits, with leading zeros, if necessary. Examples: PK, KG, 01, 05, 12, etc.
- There should be returns BETWEEN records but there should be NO returns or characters of any kind after the LAST record.
- The file must include every student reported last year, plus any new students with disabilities who have entered since last December 1.
- Only one school district (FAPE Agency) on a file. Do NOT include multiple FAPE Agencies on one file. If you do, those records will not be added to the database.

Example of one record in a file:

If you select **Option #2 – Create Student Records**, student records will be created automatically from DPI's database using last year's information. EVERY record will need to be updated and saved before submitting to DPI.